The BASO Connection

About This Newsletter

The BASO Connection is a monthly newsletter dedicated to working in the systems supported by the Business and Administrative Systems Organization (BASO) in HQ Code CF, including Core Financial SAP, Business Warehouse, Travel Manager, and Budget Formulation.

Budget Formulation Is Up and Running!

The initial release of *IFMP Budget Formulation, Release 0.5.A*, is up and running at HQ! Using SAP's Strategic Enterprise Management (SEM) application and Business Warehouse (BW), Budget Formulation serves as a bottom-up, Agency-wide planning tool that supports NASA's budget formulation planning activities in a full cost environment.

Currently, the Budget Formulation system is scheduled to roll out in 3 releases:

- *Release 0.5.A* supports the Center pre-POP planning process, including workforce, travel, project, and G&A planning
- *Release 0.5.B* will provide additional support for the Center POP process, including phasing plan reporting, Center and Corporate G&A assessments, and C of F planning
- *Release 1.0* will support the Center POP and Agency top-down decision processes

Training is currently underway for Release 0.5.A. For more information on the implementation efforts, including release schedules, training, and presentations, visit the new HQ Budget Formulation website at http://budgetformulation.hq.nasa.gov.

If you're a Budget Formulation user and you're having trouble, the BASO is there to help – give us a call at 358-IFMP or stop by room 4R49.

Traveling with BW!

Business Warehouse (BW) can take your travel reporting to new heights! The BASO now offers workshops on travel reporting, where you can learn how to generate weekly and monthly travel reports from BW. In addition, we'll help you out by creating bookmarks for the reports your office needs. Request a workshop at http://corefinancial.hq.nasa.gov/bw/signup.htm, or call 358-IFMP.

A BW Page, Just for You

Are you too busy to fiddle around with BW? Should everyone in your office be using the same reports? Get a customized BW bookmark webpage for your office or group!

The BASO will work with you to create all of the bookmarks you need and publish them to a web page so that everyone in your group can easily access the customized reports. Contact Crystal Gorham at cgorham@hq.nasa.gov or 358-4418 to create a BW bookmark webpage.

Submit your BW Bookmarks!

The BASO is in the process of upgrading our Bookmark Repository and we need your input! Send us your best BW bookmarks and we'll include them in our database. Submit your bookmarks at http://corefinancial.hq.nasa.gov/bw/submit.html (and we'll be sure to credit you for your work)!

ME5A: A Report You Should Know

ME5A is the SAP transaction code for a report that every resources analyst, Requisitioner, and Requisition Approver should know. This *List Display of Purchase Requisitions* provides details of a purchase requisition (PR) and workload by purchasing group. To access this report:

- ➢ Type ME5A into the SAP transaction field and press Enter. The *List Display of*

Purchase Requisitions screen displays the available search fields

- ➢ Type your desired criteria into the search fields
- ➢ Click Execute. The query results will display:
  - → Highlight Purchase Requisition and click Detailed Data. This will provide additional data by line item
  - → Double click on a PR number to display the PR

Use Dynamic Selections!

SAP has additional search fields available called *Dynamic Selections*, which can be used in addition to the standard search fields for the ME5A and other reports. You can use Dynamic Selections when you see the "red, green, and blue" icon (example above).

When you click on the Dynamic Selections icon, open the folders that appear in the pop-up window and locate the field(s) that you want. Double-click the field(s) you want to use, and they will appear in the upper-right section of your screen. Now you're free to use these additional fields for your query!

For questions about the ME5A and other SAP reports, call the BASO at 358-IFMP.
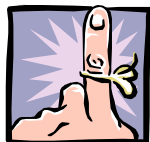
Did You Know?

Updates to Material Group Crosswalks

The material group crosswalks on the OLQR have been updated with new material groups for training equipment and supplies for civil servants. Check it out:

- ➢ Go to the OLQR at http://olqr-cf.ifmp.nasa.gov
- ➢ Click on Purchasing

- ➢ Click on Job Aids
- ➢ Click on Requisitions
- ➢ The changes have been highlighted on the *Federal Supply Classification (FSC) – Material Group* and *Material Group – G/L Account Crosswalk* job aids

Reminder: Re-Create Old BW Bookmarks

The old versions of the Purchasing and EIS reports in Business Warehouse will be deleted on Jan 15, 2004. Any bookmarks created using the old versions will no longer work after that date, so make sure you re-create your bookmarks for those reports before then! Call the BASO for assistance at 358-IFMP.

Where's the Core Financial Site?!

The HQ Core Financial website was recently migrated to a new server, and as a result your old web-browser bookmark may not be working. Never fear – the Core Financial site is still there! Just make sure that your bookmark is taking you to http://corefinancial.hq.nasa.gov, and *not* http://corefinancial.hq.nasa.gov/hq/indexHQ.htm.

BASO Contacts

The BASO, housed within HQ Code CF, provides support functions for business and administrative systems including Core Financial SAP, Business Warehouse, Travel Manager, and Budget Formulation.

BASO Support Center

358-IFMP, Room 4R49

Operating Hours: 8am – 4:30pm daily (closed 12pm – 1pm Thursdays)

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Feedback

We are interested in receiving your feedback on how we can enhance the usefulness of this newsletter. For questions, comments, or to be removed from this distribution, email Erica Rabbit at erabbit@hq.nasa.gov. If there are others you know who might benefit from receiving this newsletter, please forward their email addresses and we will add them to the distribution.